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**WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY  
SOLID AND HAZARDOUS WASTE DIVISION**

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**SOLID WASTE GUIDELINE #25**

**“Annual Reports for Municipal Solid Waste Landfills with Lifetime Permits”**

**1.0 Introduction**

The purpose of this guideline is to provide assistance to landfill operators in complying with the requirements of W.S. § 35-11-523 and Chapter 2 of the Solid Waste Rules and Regulations. The Annual Report is designed to provide the Wyoming Department of Environmental Quality with a summary of the activities conducted at operating municipal solid waste (MSW) landfills over the course of a year and an estimated timetable of future landfill operations.

**2.0 Report Submittal Requirements**

Pursuant to W.S. § 35-11-523, effective January 1, 2012, every MSW landfill owner/operator with a lifetime permit shall file an annual report with the Administrator on or within thirty (30) days of the anniversary date of each lifetime permit.

The Department will work with individual landfill operators to establish reporting dates for each landfill which will be consistent from year to year. For data such as quantities of waste received and waste diversion, the Department prefers that operators report data for each month of the reporting period. However, it is understood that some facilities may not have this capability. Therefore, the Department will work with individual operators to establish site specific reporting procedures when necessary.

Please note that the annual report should not include detailed proposals for permit amendments or requests for changes to the permitted design, construction, operation, monitoring, closure, or post-closure care of the facility. Permit amendments need to be submitted under separate cover. The annual report should briefly summarize any amendments approved by the Department of Environmental Quality (Department) over the past reporting period and any amendments that may be proposed in the upcoming reporting period.

**3.0 Report Contents**

Two paper copies and an electronic copy of each annual report, including a properly completed Annual Report Form (Appendix A) and Air Quality Division Landfill Gas Information Form (Appendix B) with any additional attachments as noted in the annual report form, need to be provided to the appropriate Wyoming Department of Environmental Quality, Solid and Hazardous Waste Division District office. A list of District offices Resources titled “SHWD - Solid Waste District Map For DEQ Offices” can be found on the Department’s website at <http://deq.wyoming.gov/shwd/solid-waste/resources/map/>. The annual report (Appendix A) includes the following:

### **3.1 Facility Information**

Facility name, name and address of the facility operator, and permit number (SHWD file number).

### **3.2 Description of Activities**

The annual report needs to include a description of activities which have occurred over the last reporting period. The owner/operator of the MSW landfill may be required by the administrator to supplement the report with maps, cross sections, aerial photographs or other exhibits in sufficient detail to describe:

- 1) The extent to which landfill operations have been carried out within the last reporting period, including a brief summary description of previously approved modifications or amendments to the landfill operating permit and progress of all landfill work such as where the facility is in the filling sequence, phased reclamation, intermediate cover, etc. The report also needs to include a brief summary description of changes the operator plans to propose during the next reporting period (if applicable).
- 2) The extent to which regulatory requirements, expectations and predictions made in the original permit or any previous annual reports have been fulfilled and any deviation there from. The report should include a summary of actions taken to address deficiencies or violations noted by the Department over the past reporting period.
- 3) The capacity of the landfill used over the reporting period (in total cubic yards).
- 4) The remaining usable landfill capacity (in total cubic yards).
- 5) The quantity of waste received (in tons). The report needs to describe the methods used to determine this quantity. If available, monthly totals need to be reported as indicated in the table in Appendix A. If monthly data are not available, total quantities received over the reporting period may be reported instead.
- 6) The estimated remaining disposal life of the facility (in years).
- 7) If applicable, a summary of any remediation required or completed.
- 8) A revised schedule or timetable of landfill operations and an estimate of the available capacity to be used during the next reporting period (in total cubic yards).

### **3.3 Environmental Monitoring**

All facilities required to institute monitoring must meet the standards described in Chapter 2 of the Solid Waste Rules and Regulations. The annual report needs to include a summary description of environmental monitoring conducted over the past reporting period. Detailed monitoring data should not be submitted with the annual report and should be submitted

on a separate schedule approved by the Department.

### **3.4 Landfill Gas Information Form**

The report also needs to contain information related to landfill gas emissions. The annual report needs to include the maximum design capacity of the landfill in megagrams (Mg) or cubic meters (m<sup>3</sup>) of waste, including any modifications or expansions in the last year which have increased or decreased the maximum design capacity in megagrams (Mg) and cubic meters (m<sup>3</sup>) of waste. If the design capacity is converted from mass to volume or volume to mass, the calculations must be provided.

To calculate Mg, multiply short tons by 0.907. To calculate m<sup>3</sup>, multiply cubic yards (yd<sup>3</sup>) by 0.7646. Information regarding the site-specific waste density and how it was estimated must also be provided. This information needs to be submitted by filling out and submitting the Air Quality Division's Landfill Gas Information Form (Appendix B).

### **3.5 Waste Diversion**

If available, the annual report should include a description of the materials recycled such as newspaper, plastics, metals, etc. and materials diverted such as compost, asphalt, concrete, shingles, etc., and an estimated quantity of each.

### **4.0 Review and Inspection**

The Department of Environmental Quality (Department) will review the annual report according to Chapter 2, Section 5(bb) of the Solid Waste Rules and Regulations. If the Department determines that further information is needed, the Department will notify the operator as soon as possible and will allow a reasonable opportunity for the operator to provide the required information or take such action as necessary to resolve any issues. The Department's goal is to provide a review of the annual report to the operator within thirty (30) days, unless there are extenuating circumstances.

Within 45 days of receipt of the annual report, the administrator will conduct an inspection of the landfill and provide a report which will be made a part of the annual report. A copy of the inspection report will be provided to the operator within 45 days after the inspection. If additional information is needed from an operation, the Department may delay the start of the 45 days until the information is provided.

### **5.0 Bond Adjustment (Financial Assurance Adjustment)**

Within 60 days after receipt of the annual report, inspection report, and other required materials, if the Administrator finds the annual report in order and consistent with the landfill operation plan and solid waste management plan as set forth in the permit, or as amended to adjust to conditions encountered during landfill operations as provided by law, the Director will determine if any adjustment is necessary to the size of the bond required pursuant to W.S. §35-11-504. The landfill operation plan and the solid waste plan referenced here are the facility's approved permit application, not the plans contained in the facility's Integrated Solid Waste Management (ISWM) plan.

## **6.0 Further Information**

Further information can be obtained from the following Solid and Hazardous Waste Division offices. Comments and suggestions for improvements are always appreciated.

Casper: (307) 473-3450  
Cheyenne: (307) 777-7752  
Lander: (307) 332-6924

## **7.0 Guideline Approval**

I have reviewed and approved the policies and procedures described in this guidance document.

Signed

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Luke Esch  
Administrator  
Solid and Hazardous Waste Division

Date

## **Attachments**

Appendix A Municipal Solid Waste Landfill, Annual Report Form (March 27, 2015)  
Appendix B Air Quality Division Landfill Gas Form (December 2013)

## **Guideline History**

Date: Draft – March 27, 2015



APPENDIX A  
MUNICIPAL SOLID WASTE LANDFILL  
ANNUAL REPORT FORM

Official Use Only

3.1 FACILITY INFORMATION		
FACILITY NAME: Click here to enter text.	DATE OF REPORT: Click here to enter text.	SHWD FILE NUMBER: Click here to enter text.
FACILITY LOCATION (street address, city, state, zip): Click here to enter text.	COUNTY: Click here to enter text.	DATE LIFETIME PERMIT GRANTED: Click here to enter text.
FACILITY CONTACT (name, title): Click here to enter text.	FACILITY PHONE: Click here to enter text.	FACILITY FAX: Click here to enter text.
FACILITY CONTACT MAILING (address, city, state, if different): Click here to enter text.	FACILITY CONTACT PHONE (if different): Click here to enter text.	FACILITY CONTACT EMAIL: Click here to enter text.
3.2 DESCRIPTION OF ACTIVITIES		
<p><b>For the reporting period, please describe:</b></p> <p>1) The extent to which landfill operations have been carried out within the last reporting period including any proposed changes such as previously approved additions or deletions to the landfill operating permit and progress of all landfill work such as where the facility is in the filling sequence, elevations, phased reclamation, intermediate cover, etc. :  Click here to enter text.</p> <p>2) The extent to which regulatory requirements, expectations and predictions made in the original permit or any previous annual reports have been fulfilled and any deviation there from:  Click here to enter text.</p> <p>If necessary, attach additional supporting information, including maps, cross sections, aerial photographs, photographs, or other material <input type="checkbox"/> (please check if attached)</p>		

**3) LANDFILL CAPACITY USED** (Please report capacity estimates from date last reported to current date):

Waste Disposal Area	Capacity Used (Cubic Yards)	Total Permitted Capacity (Cubic Yards)	4) Remaining Capacity & Life	
			(Cubic Yards)	(Years)
Municipal Solid Waste	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Construction & Demolition Waste, if disposed separately	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other (please specify) Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Method of Estimation (aerial photos, survey data, etc.): Click here to enter text.



**6) THE ESTIMATED TOTAL REMAINING DISPOSAL LIFE OF THE FACILITY.**

Click here to enter text. **(years)**

**7) REMEDIATION REQUIRED OR COMPLETED** (If applicable, please include a summary statement on the remediation system, from date last reported to current date):

Click here to enter text.

**8) REVISED SCHEDULE OR TIMETABLE OF LANDFILL OPERATIONS** (Please include an estimate, in cubic yards, of the available capacity to be affected during the next one year period):

Click here to enter text.

**3.3 SUMMARY OF ENVIRONMENTAL MONITORING**

**Ground water monitoring** (Provide a summary description of monitoring conducted over the last reporting period)

Click here to enter text.

**Methane monitoring** (Provide a summary description of monitoring conducted over the last reporting period)

Click here to enter text.

**Other monitoring** (Provide a summary description of leachate quantity generated, leachate results, corrective action, etc.)

Click here to enter text.

**3.4 LANDFILL GAS REPORTING**

☐ Attach a properly completed, original, Appendix B, Air Quality Division Landfill Gas Information Form

Note: If the Appendix B form is not attached, the annual report will be considered incomplete.



**3.5 WASTE DIVERSION (TO THE EXTENT KNOWN OR ESTIMATED)**

Were materials recycled or diverted from the landfill? ☐ Yes ☐ No

Please describe, using the form below:

Materials Diverted	Estimated Quantity in tons or cubic yards (please specify)
Newspaper* (1 cubic yard loose = 400 lbs., 1 cubic yard stacked = 875 lbs.)	<a href="#">Click here to enter text.</a>
Cardboard* (1 cubic yard uncompacted = 100 lbs., 1 cubic yard compacted = 400 lbs.)	<a href="#">Click here to enter text.</a>
Mixed Paper* (1 cubic yard loose = 360 lbs., 1 cubic yard compacted = 755 lbs.)	<a href="#">Click here to enter text.</a>
Plastic* (1 cubic yard = 40 lbs.)	<a href="#">Click here to enter text.</a>
Metals	<a href="#">Click here to enter text.</a>
Asphalt	<a href="#">Click here to enter text.</a>
Concrete	<a href="#">Click here to enter text.</a>
Shingles	<a href="#">Click here to enter text.</a>
Single Stream Recyclables	<a href="#">Click here to enter text.</a>
Other, Please Describe	<a href="#">Click here to enter text.</a>
Other, Please Describe	<a href="#">Click here to enter text.</a>

\*Weight conversion factors from CalRecycle February 25, 2010, may be used if other information is not available.

Method of Estimation (scales, receipts from recyclers, etc.) [Click here to enter text.](#)

**APPLICANT OATH:** I (we) have prepared or reviewed this report and swear the information is accurate and represents actual site conditions. I (we) shall allow the administrator or an authorized representative, upon the presentation of credentials and other documents as may be required by law to enter upon the premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit; have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit; inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and sample or monitor at reasonable times, for the purposes of ensuring permit compliance or as otherwise authorized by the appropriate rules and regulations of the Department, any substances or parameters at any location.

<b>SIGNATURE:</b>  _____  _____	<b>TITLE:</b>  _____  _____	<b>DATE:</b>  _____  _____	<b>PHONE:</b>  _____  _____ <b>EMAIL:</b>  _____
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The foregoing municipal solid waste annual report form was acknowledged before me by:

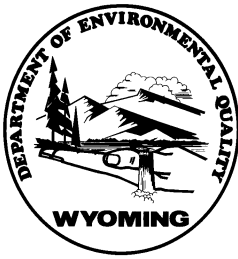
\_\_\_\_\_,  
(Permittee)

in \_\_\_\_\_ County, State of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

Witness my hand and official seal.

Notary Public Signature: \_\_\_\_\_

My commission expires: \_\_\_\_\_



APPENDIX B  
AIR QUALITY DIVISION  
MUNICIPAL SOLID WASTE  
LANDFILL GAS INFORMATION  
FORM

Official Use Only

**Section A: Identifying Information**

1. Landfill Name: \_\_\_\_\_
2. Landfill Owner: \_\_\_\_\_
3. Owner Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Landfill Location (mileage and direction from nearest town): \_\_\_\_\_  
Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ County: \_\_\_\_\_  
Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_  
Landfill Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
5. Name of Landfill Operator: \_\_\_\_\_ Phone: \_\_\_\_\_  
Operator Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
6. Name of Person Completing form: \_\_\_\_\_  
Name Title Phone

**Section B: Dates**

1. Date Landfill Began Construction (if known): \_\_\_\_\_
2. Date Landfill First Accepted Waste (if known): \_\_\_\_\_
3. Date of Modification(s) or Expansion(s) that increased design capacity (if applicable): \_\_\_\_\_
4. Anticipated Date of Closure: \_\_\_\_\_

**Section C: Design Capacity and Operation Information**

1. Maximum design capacity of landfill in megagrams (Mg) or cubic meters (m<sup>3</sup>): \_\_\_\_\_ ☐Mg or ☐m<sup>3</sup>  
(To calculate Mg, multiply short tons by 0.907. To calculate m<sup>3</sup>, multiply yd<sup>3</sup> by 0.7646)

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• 307-777-7391

- A. If the landfill has a State (WDEQ) application form, county or tribal agency construction or other permit stating the current maximum design capacity, attach a copy of the relevant permit text or application form to this form (if possible). If there is any waste in place not accounted for in the most recent permit, include this amount in the design capacity and attach documentation.
- B. If maximum design capacity is NOT specified in a permit, attach design capacity calculations and provide documentation of the relevant parameters used to calculate design capacity (for example, landfill horizontal dimensions, depth of landfill, waste acceptance rates and/or other parameters).
2. If design capacity is converted from mass to volume or from volume to mass, attach the calculation, including the site-specific density.
3. Attach a map or plot map of the landfill to this form. The map should provide the size and location of the landfill. Include an identification of all areas where refuse may be landfilled according to the permit issued by the State, local, or tribal agency responsible for regulating the landfill.
4. Active landfill gas collection system? ☐ Yes or ☐ No Date of installation: \_\_\_\_\_

**Section D: Signature**

Name (printed or typed): \_\_\_\_\_

Name (signed): \_\_\_\_\_

Date: \_\_\_\_\_

**Please attach this form to the Solid Waste Annual Report Form, Appendix A**